



Program Assistant Childcare Expansion Grant Program

Job Announcement

About the Organization

Valley Health Foundation (VHF) is the philanthropic partner of the County of Santa Clara's health system, connecting community generosity to real, measurable impact for the people who need it most. We support Santa Clara Valley Healthcare, one of the largest public health systems in California, which includes Santa Clara Valley Medical Center, O'Connor Hospital, Regional Medical Center, St. Louise Regional Hospital, 15 primary and specialty care health centers, and the County's Public Health, Behavioral Health, and Custody Health programs. Our work helps ensure that every resident, regardless of income, insurance, or background, has access to quality care.

What makes VHF unique is our position at the intersection of philanthropy and public healthcare. We're not a traditional hospital foundation or a conventional nonprofit. We mobilize donors, build partnerships, fund innovation, and advocate for a stronger safety net, doing what public dollars alone cannot.

We're in an exciting period of growth, guided by a five-year strategic plan focused on building sustainable revenue, deepening our community impact, modernizing our systems, and elevating our voice as a health advocate in the region. It's a meaningful moment to join a team that's shaping what comes next. If you're drawn to work where mission and strategy intersect, and where what you do genuinely improves people's lives, we'd love to connect. To learn more, visit valleyhealthfoundation.org.

Who We're Looking For

VHF is seeking a team member passionate about improving the health and wellbeing of residents in Santa Clara County and ready to jump into a busy and dynamic program. We are seeking someone with strong organizational skills, sharp attention to detail and numbers, flexibility in adapting to new assignments, excellent communication skills within the team, and a positive and supportive attitude when working with grantees.

Position Summary

The Program Assistant will support the Santa Clara County-funded Childcare Expansion Grant Program. Working closely with Program Analysts, this role focuses on verifying grantee expenditure and performance documentation to ensure compliance for over 40 childcare providers impacted by the COVID-19 pandemic. Responsibilities include clerical and operational support, timely processing of expenditure reports, and data entry into a grant management platform. More information on the program is available at: [Childcare Expansion Grant Program : How We Help : Valley Health Foundation](#)

Supervisor: Vice President of Impact
Status: Temporary, non-exempt (hourly) position
Schedule: 20-25 hours per week with some weekend or evening work required
Work assignment: Ending on November 1, 2026
Office Location: 2400 Clove Drive, San Jose, CA 95128 with potential for remote work
Field Location: San Jose and Santa Clara County, California

Key Responsibilities

- Grantee Support: Review grantee expenditure reports and receipts for accuracy and completeness.
- Documentation Review: Reconcile supporting documents with submitted reports, verify performance data and update grantee files.
- Communication: Actively follow up with grantees regarding missing documentation and maintain collaborative relationships.
- Data Management: Update contract data, including disbursements, balances and performance metrics.
- Internal Collaboration: Keep Program Officer and Program Analysts informed of grantee progress or any challenges encountered.
- Other duties as assigned.

Required Skill and Qualifications

- Experience: One year of prior experience in operational and analytical work.
- Technical Proficiency: Skilled in Microsoft Office (Outlook, Word, PowerPoint, Excel) and Google Workspace (Google Docs, Sheets, Mail) and general business

applications. Proficiency in reading budgets, preparing spreadsheets and mathematical functions.

- Organizational Skills: Strong attention to detail, planning and organizational abilities.
- Attributes: A positive, proactive “can-do” attitude and a commitment to health equity and community service.
- Federal law requires all employees to provide verification of their eligibility to work in the United States. Please be informed that VHF will not prepare or file a labor condition application with the Department of Labor
- Multi-tasker with exceptional attention to detail and organization.
- Excellent written and verbal skills.
- Demonstrated ability to work effectively in a collaborative team environment with various work styles.
- Commitment to maintaining confidentiality and adhering to ethical standards in confidential information.
- A positive “Can-Do” attitude and a desire to help the community.
- Strong commitment to Valley Health Foundation’s mission, goals, and values.
- Ability to move around Health System campuses and Valley Health Foundation offices is required, as needed.
- A personal vehicle is required for travel throughout Santa Clara County. Mileage is reimbursed at the federally approved rate.

Preferred Skill and Qualifications

- Ability to communicate orally and in writing in Spanish with grantees.

Compensation and Benefits

- Hourly rate of \$25.00 - \$30.00 per hour (depending on experience), based on 20-25 hours/week.
- Paid Sick Leave of 1 hour for every 30 hours worked up to 7 days, or 56 hours, annually.

Application Instructions

- The position will remain posted until filled.

- Interested applicants should submit a resume, cover letter, and three references to **jobs@vhfca.org**.
- Please include "**Childcare Expansion Grant Program Assistant**" in the subject line of the email.
- References will not be contacted by Valley Health Foundation until the final stages of the interview process.
- Applicants will be notified before any contact with the provided references.
- The application process is confidential.
- Employment is contingent upon successful reference and background checks.

Diversity, Equity, Inclusion, and Respect

At Valley Health Foundation, we value diversity in experiences, cultures, and perspectives. This diversity is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive community. Because we seek a workforce with a wide range of perspectives and experiences, we encourage diverse candidates to apply, including people of color (in particular, under-represented minorities), women, veterans, members of LGBTQIA communities, and individuals with differing abilities. We welcome applicants who will help us advance our commitment to an inclusive workplace and who desire to join a staff engaged in addressing issues of diversity, equity, inclusion, and respect.